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OFFICE OF TRAINING

OPERATIONS SCHOOL

Headquarters Training

RECORDS OFFICERS COURSE NO. 29 (ROC)

16 - 20 November 1964

Room 1A-07 Headquarters

STUDENT OBJECTIVES

- 1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the Agency's mission.
- To gain an appreciation of records and proper records management in the successful performance of the Agency's mission.
- 3. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

nief Instructor

25X1A

Chief Instructor Ext. 2141

DOC REV DATE 1-2-82 BY 20 (149)
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Group I
Excluded from automatic
downgrading and
declassification

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Monday.	16	November	1964

0830 - 0900 Registration and Administration

0900 - 0930 CS Mission and Records

0940 - 1110 The Records Officer and His

Responsibilities

1120 - 1300 Records Terminology

Tuesday, 17 November 1964

0830 - 0900 Reading

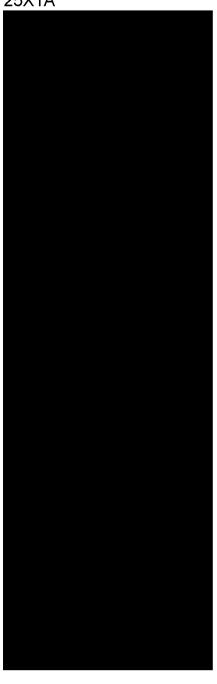
0900 - 1000 Interagency Source Register (ISR)

1010 - 1100 Review, Analysis, Classification

1110 - 1220 The 201 System

1230 - 1300 Sensitive Documents

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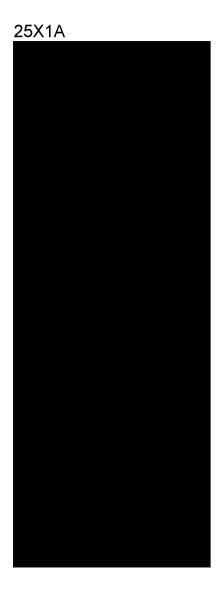
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Wednesday, 18 November 1964*

0830 - 0900	Reading
0900 - 1050	RID Responsibilities in the Records System
1100 - 1300	Destruction Procedures and RO Responsibilities

Thursday, 19 November 1964

0830 - 0900	Reading - Submit Questions for Question and Answer Period on Friday
0900 - 1150	Handling of Records at the Headquarters Desk, Including Destruction
1200 - 1300	Introduction to Practical Exercises



	Friday, 20 Nov	25X1A	
	0830 - 1030	Practical Exercise - Destruction	
25X1A	1040 - 1130		
	1140 - 1230	Question and Answer Period - Panel	
	1230 - 1300	Final Administration	

^{*}Students who have not taken the RID Tour are required to do so on Wednesday, 18 November 1964. The tour will be conducted from 1400-1600 hours and will start from this classroom promptly at 1400.